

Quick Reference Guide:

How to Respond to Information Requested Notification

Purpose:

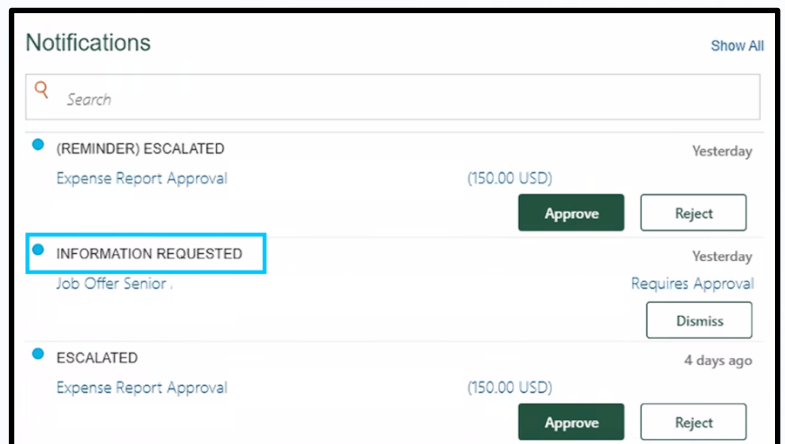
This Quick Reference Guide explains how to properly respond to **Information Requested** bell notifications to ensure your responses are submitted correctly and workflow continues without delays.

Step-by-Step:

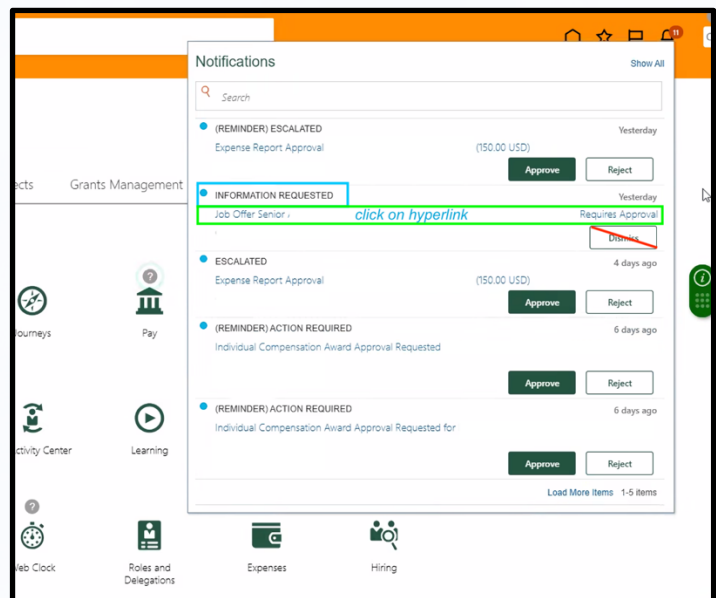
1. From the **WaveWorks Home** page, click the **Bell Notifications** icon in the upper-right corner.



2. Select the **Information Requested** notification to open the transaction.



3. Click on the Information Requested hyperlink to access Details and Actions. **Do not select Dismiss**, as this will not advance the workflow.

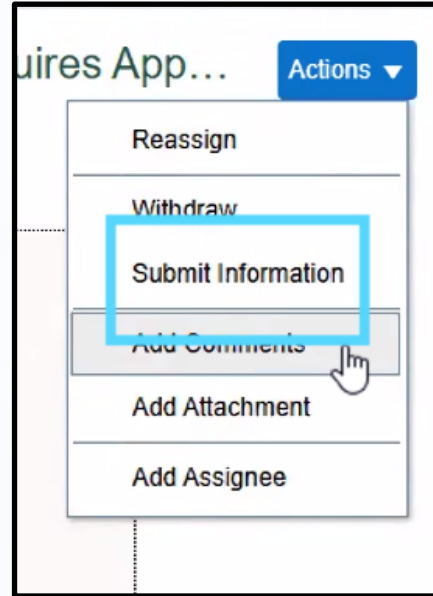


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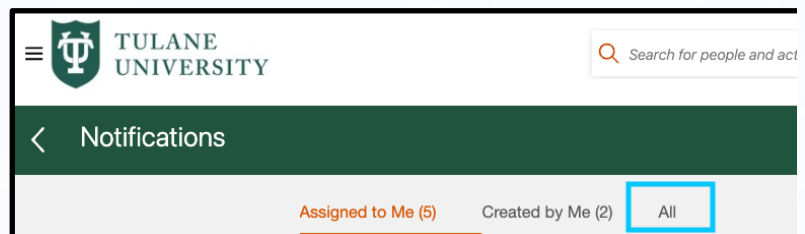
- Review the information and select Actions to respond. Under Actions, select **Submit Information** instead of Add Comments*. **Submit Information** allows you to enter comments **and** advances the workflow to the next step.

Selecting Add Comments and then closing the transaction saves your comments but does **not move the workflow forward.*



- Enter comments and attach any supporting documents, if needed. Then click **Submit**.

- To verify your response was submitted successfully, return to the Bell Notifications page then select **All** to find and click to view the item.



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7. When you view item details, if the **Actions** menu displays fewer options, your response has been submitted, and the workflow has advanced to the next step.

